

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

OCCUPATIONAL SAFETY ADVISOR

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to review and evaluate occupational safety practices, procedures, programs, attitudes, and awareness in industrial, construction, office and other work environments; and to determine, develop, organize, and conduct training and other methods of safety improvement.

There are five classifications in this job.

Position Code Title – Occupation Safety Advisor (Departmental Trainee)-E

Occupational Safety Advisor (Departmental Trainee) 9

This is the entry level. As a departmental trainee, the employee carries out a range of professional occupational safety advisor assignments while learning the methods of the work.

Position Code Title – Occupation Safety Advisor-E

Occupational Safety Advisor 9

This is the entry level. As a college trainee, the employee carries out a range of professional occupational safety advisor assignments while learning the methods of the work.

Occupational Safety Advisor 10

This is the intermediate level. The employee performs an expanding range of professional occupational safety advisor assignments in a developing capacity.

Occupational Safety Advisor P11

This is the experienced level. The employee performs a full range of professional occupational safety advisor assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Occupation Safety Advisor-A

Occupational Safety Advisor 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

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NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates existing safety programs and procedures to determine their relevance and thoroughness.

Observes employees on the job to determine if work methods or techniques are as safe as possible.

Contacts employers to explain available services and generally promote a safe work environment.

Evaluates injury reports to identify possible correlation between accidents and such characteristics of jobs as their methodology, equipment or environment.

Writes safety proposals for employers, analyzing safety concerns and recommending training and program development options.

Trains employers and employees in the principles of accident prevention and investigation.

Develops and conducts seminars and workshops on occupational safety issues pertinent to a variety or number of employers within a region.

Conducts safety training programs for employees/employers on specific job-related techniques, and rights under State and Federal occupational safety and health standards.

Conduct Noise and Air Monitoring Surveys to evaluate work environment, and determine if additional programs or personal protection equipment is needed in the work place.

Computes such injury statistics as workers' hours lost and cost to the employer, from data in employers' injury reports.

Advises employers as to the form and content of record keeping for injury reporting.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Examples of Work

Occupational Safety Advisor 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Occupational Safety Advisor 12 (Senior Worker)

Performs on a regular basis professional occupational safety advisor assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of the types and kinds of generally accepted safe work practices.

Knowledge of a variety of occupational environments, such as space and arrangement of equipment.

Knowledge of safety standards and regulations for the workplace.

Knowledge of safety devices to use in conjunction with tools and equipment in the workplace.

Knowledge of the properties, handling and storage of corrosives, contaminants and flammables.

Knowledge of record keeping requirements for injury reporting.

Knowledge of training and instructional methods and materials and their use.

Ability to determine alternate, safer ways of doing job tasks.

Ability to plan, develop, and conduct training sessions, workshops, conferences, seminars and programs regarding safety issues and promotion.

Ability to prepare and select training materials.

Ability to identify work place practices that could lead to worker injuries.

Ability to evaluate safety practices, procedures, programs, attitudes, and awareness and to recommend methods of improvement.

Ability to summarize and report findings and recommendations.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

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Ability to maintain records, and prepare reports and correspondence related to the work.

Additional Knowledge, Skills, and Abilities

Occupational Safety Advisor 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require travel.

Some jobs require an employee to be exposed to diseases and illnesses.

Some jobs require an employee to be exposed to hazardous work environments including exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

None.

Education for Occupational Safety Advisor 9-12

Possession of a bachelor's degree.

Experience for Occupational Safety Advisor 9-12

Occupational Safety Advisor 9

No specific amount or type is required.

Occupational Safety Advisor 10

One year of professional experience in assessing and providing remedies to occupational safety problems equivalent to an Occupational Safety Advisor in state service.

Occupational Safety Advisor P 11

Two years of professional experience in assessing and providing remedies to occupational safety problems equivalent to an Occupational Safety Advisor in state service, including one year equivalent to an intermediate level Occupational Safety Advisor.

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Occupational Safety Advisor 12

Three years of professional experience in assessing and providing remedies to occupational safety problems including one year equivalent to an Occupational Safety Advisor P11.

Education and Experience Occupational Safety Advisor (Departmental Trainee) 9

Educational level typically acquired through completion of high school and four years of experience as an advanced 9-level worker in an ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as an E9-, E10-, or E11-level worker in a technician or paraprofessional ECP Group One classification.

OR

Educational level typically acquired through completion of high school and two years of experience as a first-line supervisor in an ECP Group Three classification.

OR

Educational level typically acquired through completion of high school and one year of experience as a second-line supervisor in an ECP Group Three classification.

Educational Substitution

College credits may be substituted on a proportional basis (one year of college education may substitute for one quarter of the required experience) for up to one half of the required experience.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
OCCSFYADV

Job Code Description
Occupational Safety Advisor

Position Title

Occupation Safety Advisor-E (Departmental Trainee)-E
Occupation Safety Advisor-E
Occupation Safety Advisor-A

Position Code

OCCSATRE
OCCSADVE
OCCSADVA

Pay Schedule

NERE-002P
NERE-174
NERE-180

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ECP Group 2
Revised 06/10/2002
VEP/VLWT/MBK/ML